An **information report** is a factual text, which means it has information so that the reader learns about a topic.

An information report:

* uses facts to explain something
* gives details about a topic
* does not contain personal views

Structure:

1. an introductory statement or min-paragraph introducing the subject of the report
2. body paragraphs which deal with different aspects of the description
3. a concluding paragraph which summarizes the information in the report.

Language features:

* technical language
* simple present tense
* linking verbs
* generalized terms

Other features:

* information reports contain pictures and maps
* these must be labeled and referenced to ensure the reader can trace the source of the information